

NOTICE OF POSTING
POSTING DATE: 10/27/15
CLOSING DATE: 11/16/15

Recruitment of external applicants is underway concurrent with this posting.
Resumes and letters of interest can be submitted via email to employment@cambridgema.gov.
Cambridge residents are especially encouraged to apply.

POSITION & Administrative Assistant
DEPARTMENT: Library
JOB CODE/POSITION #: #M005-701

CIVIL SERVICE; Non-Civil Service

HOURS OF WORK: 37.5 hours per week, generally 8:30 a.m. to 5 p.m. Monday through Friday; may include evening and weekend hours

UNION AFFILIATION: None

DUTIES & RESPONSIBILITIES:

- Answers the Administrative Office telephone
- Greets visitors to the Administrative Office
- Responsible for filing, photocopying, and mailings
- Acts as liaison with Library Staff and City Departments
- Acts as liaison to the Friends of the Library and provides administrative support for their activities
- Supports executive staff including managing calendars and correspondences
- Responsible for specific HR functions, which include but are not limited to: assisting with position application and hiring process (receive applications, coordinate applications with City Personnel Department, photocopy applications for search committees, schedule interviews, send correspondences to candidates, maintaining new hire checklist), prepare/send out/receive Sunday work letters, organize and maintain employee file room
- Acts as backup for preparation of payroll and other personnel records, including personnel transaction forms and leave balance records
- Assists with patron and public services as needed
- Maintains strict confidentiality of all information
- Prepares correspondence and reports as requested
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality service
- Any other duties as required for the good of the department and the Library

MINIMUM REQUIREMENTS:

A high school diploma or high school equivalency is required. A Bachelor's degree or coursework beyond high school level is strongly preferred. Library experience is desirable. Expert at Microsoft Office Suite, including Excel, Word, and Outlook is required. Customer service experience essential. Must be able to demonstrate accurate and efficient typing, filing, alphanumeric ordering, and other clerical skills. Ability to proofread the work of self and others with high degree of accuracy. Ability to multi-task efficiently and to focus while being frequently interrupted. Flexibility. Ability to communicate effectively, patiently and courteously. Ability to remain calm and clear-headed at all times and especially in emergency situations. Ability to follow oral and/or written instructions quickly and thoroughly. Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines. Must be punctual and dependable. Ability to analyze and creatively solve problems related to

the position in a positive manner. Good judgment. Sense of humor. Common sense approach. Ability to work with enthusiasm and initiative, a cheerful disposition, and a willingness to work positively, effectively and harmoniously with others within a team model, assisting and supporting coworkers.

PHYSICAL DEMANDS:

Physically able to operate a variety of machinery and equipment, including office equipment including computers, mobile devices, fax machines, photocopiers, as well as library programming equipment such as DVD players, sound systems, and projection equipment. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time. Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, and to carry cartons of books or other materials or equipment. Must be able to pay close attention to details and concentrate on work in an environment where there are constant interruptions. Sufficient clarity of speech and hearing which permits employee to communicate effectively. Sufficient vision which permits employee to read books and patron requests. Sufficient manual dexterity which permits employee to type and record files and open boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

WORK ENVIRONMENT:

Work is performed primarily in an indoor shared-office setting at the library. Normal office exposure to noise, stress and interruptions. May attend and participate offsite in continuing educational programs designed to keep abreast of changes

RATE: \$26.96 to \$33.68 in seven steps

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and 2 copies of both your resume and letter of interest; external applicants submit your resume and letter of interest **by 8pm** on the closing date via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

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